

COVID 19 Preparedness
Penleigh Child Development Center
Updated Sept. 16, 2021

Safety and Security Protocols

- **Face Mask** – Teachers and Children over age 2 must wear face masks or use face shields at all times at Penleigh.
- **Parents Must Wear Masks When They Arrive at Penleigh.**

Parents and caregivers should be wearing masks at all times at Penleigh. As wearing masks are important, we must check the identification of parents and/or guardians to ensure safety of children.

- **Pick Up and Drop Off Protocols**

We are meeting the parents and caregivers outside our building. For the Caterpillar class and Butterfly class, the meeting place will be at side gate entering the Caterpillar class. The Ladybug class will meet at the front lobby. Parents of the Bumblebee class will meet at the side door next to the parking lot to the Infant Center. Limiting the number of outside individuals in our classroom limits the potential for the virus to spread. During pick up time, the teacher will bring the children to their parents at the designated meeting place.

- **Limiting Access to the Building**

- Out of fear of spreading COVID-19, Penleigh CDC will be limiting access to the building. New protocol for parents – must wait at the designated meeting place.
- Packages and mails will be dropped off at Shine Coffee or front lobby.
- Penleigh will be restricting tours of the classrooms to either virtual sessions during the week. Physical tours can only be done during the weekends or after 5pm Monday to Friday.
- The more we limit outside visitors from entering our buildings, the safer we will be from potential spread of disease and other potential dangers.

- **Entry and Visitation Procedure**

- Penleigh CDC new hours – 7:00 am opening, 5:30 pm closing
- Parents and caregivers visits should be as brief as possible.
- Enter and Exit the room – one person at a time to allow social and physical distancing.
- Meet at the designated drop-off and pick up for children.

- **Washing of hands**

Parents are encouraged to wash hands before dropping off, prior to coming for pick up, and when you get home. We will also assist children in washing hands as soon as they get to the building and before going home.

- **Use hand sanitizer and your own Pen in signing in and out your children. You can use the Brightwheel app or the Check-In Kiosk on the tablet for signing in and out.**

- **Daily Screening**

- We take daily symptom screening (temperature check) for children, parents, and staff every day.
- If anyone has a temperature of 100.4 F/38C or higher will be excluded from the facility.
- Visual wellness checks for all children will also be conducted upon arrival and ask health questions when concerned.

- **Staff Training and Policies**

- Ongoing updates about COVID-19 to all the Staff
- Staff meet every 2 weeks thru ZOOM and Face to face meeting – regarding training on COVID 19 prevention, symptoms, and transmission.
- Licensee – Mrs. Marivel Camasura – if she has a fever and/or respiratory infections symptoms, she will notify parents immediately that care will not be available and she will follow reporting requirements.
- Training on how to use PPE - Personal Protective Equipment (Gloves, Mask, Hand Sanitizer, Aprons and etc.)
- Sick Leave Policies has been created.
- Staff have been notified to avoid work if acute respiratory illness is present and to contact medical provider to consider COVID-19 testing.
- Staff have been notified when they may return to work after acute respiratory illness (72 hours last fever or 14 days if COVID-19 positive or as directed by the Sacramento Public Health).

- Staff have been notified that medical clearance is not required to return to work unless under quarantine order by public health entity.
- Alternate staffing plan have been developed to account for shortages.
- Emergency contact information have been updated.
- **Eating/Napping**
 - No cafeteria style meals
 - Napping equipment have been moved at least 6 ft apart or 3 ft apart with head to toe orientation.
- **Mitigation Strategies**
 - Plan has been developed to immediately notify children's authorize representative if symptoms developed or COVID-19 exposure occurs.
 - Hand washing by children and staff through education, schedule time for hand washing, and the provision of adequate supplies.
 - Sick infants, children, and staff will be separated from others until they go home.
 - Office of Licensee will be identified as a sick room.
 - Consistent cleaning with CDC guidance.
- **Containment strategies**
 - Plan has been developed to notify the Sacramento Public Health if any children or staff develops symptoms or have exposures to COVID-19.
 - Planned to communicate to parents to test and isolate symptomatic children at home for COVID-19.
 - A plan to supervise and monitor children in isolation at all times have been developed.
 - Trash bins and hand washing stations are located throughout the facility.
- **Environmental Preparation and Cleaning**
 - Facility has a specific plan to issue proper cleaning and disinfection of environmental surfaces.

- The professional cleaning company, Enviro-Master, cleans the three bathrooms once a week
- Commonly touch surfaces are cleaned and disinfected at least once a day.
- Signs are posted throughout the facility in reporting acute respiratory illness to staff.
- Signs are posted throughout the facility to promote hand washing, cough/sneeze etiquette, and social distancing (at children’s eye level).
- Hand washing stations or alcohol-based sanitizer are available in every classroom.
- Sinks are well stocked with soap and paper towels for hand washing.
- Children’s bathroom sink and toilet handles are sanitize before and after each child’s use.
- Children are taught to use a tissue when using the handle to flush the toilet.
- Hand wash with warm water and soap for at least 20 seconds and use paper towel to dry hands thoroughly.

IMPORTANT PHONE NUMBERS

Centralized Complaint & Information Bureau	1-844-538-8766
Child Care Advocate Program	1-916-654-1541
Child Protective Services	1-916-875-5437
California Poison Control System	1-800-222-1222
Caregiver Background Check Bureau	1-888-422-5669
CA Child Care Resource and Referral Network	1-415-882-0234
Sacramento County Public Health COVID-19 Info Line	1-916-875-2400